



## Managed Risk Medical Insurance Board

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Sacramento, CA 95814

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[www.mrmib.ca.gov](http://www.mrmib.ca.gov)

## JOB OPPORTUNITY BULLETIN

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### **Research Analyst II (G)**

**Monthly Salary: \$4,619 - \$5,616**

**One Permanent/Full-Time Position**

**Location: Downtown Sacramento**

**Position Number: 443-300-5731-011**

**Refer to Job ID# J09-018**

**Final Filing Date: January 26, 2010**

*The Managed Risk Medical Insurance Board is impacted by the Governor's imposed three days a month mandatory furlough. Each employee shall be required to take the first, second and third Friday off each month without pay. This furlough is currently imposed through the completion of the June 2010 pay period. The amount of the three furlough days will be about a 15% salary reduction from the base salary rates stated on this Job Opportunity Bulletin.*

### **General Statement of Duties:**

Under the direction of the Research Manager II, the Research Analyst II (RAII) conducts research methodology and techniques in areas where precedents are lacking. The RAI develops and implements projects with a minimal amount of review until the final project is completed. The RAI has primary responsibility for developing and analyzing and implementing CHIPRA quality assurance research projects. The RAI designs, plans, and implements research and statistical projects and prepares and presents program related reports orally and in writing. The RA II monitors health, dental and vision plan performance; evaluates quality measurement and improvement programs; and analyzes clinical quality and patient satisfaction in HFP plans. The RAI produces updates to existing information, which requires collecting, editing, summarizing and analyzing data submitted by health, dental, and vision plans. The RAI also develops solicitations for External Quality Review Organization (EQRO), and Consumer Assessment of Healthcare Providers and Systems (CAHPS) survey vendor. Prepares plan performance profiles and works closely with the Office Patient Advocate to develop report cards for plan quality comparisons.

**Research and Analyses** Gathers and analyzes clinical quality data from the HFP health and dental plans. Uses SAS to compile project data from HFP plans and the administrative vendor to conduct demographic analysis of quality measures. Conducts demographic analyses using SAS to compare ethnic, language and regional differences between plans. Works with plans and other stakeholders on quality improving activities based on research analyses. Prepares plans performance profiles and works closely with OPA to develop report cards for plan quality comparisons. Prepares and presents research and analytical reports to the Board and CMS.

**Program Development and Implementation** Develops standards and procedures to evaluate HFP health and dental plans to ensure compliance with federal CHIPRA quality standards. Modifies HFP standards and procedures, as necessary and appropriate, to maintain program integrity and provides consultation and technical assistance to health and dental plans. Creates templates for obtaining quality data from the health and dental plans. Assists with the development of solicitations for an External Quality Review Organization (EQRO), and the Consumer Assessment of Health Care Providers and Systems (CAHPS) survey and Young Adult Health Care Survey (YAHCS).

**Program Representation** Participates on CMS-sponsored calls and meetings on CHIPRA quality implementation. Attends meetings and makes oral presentations on CHIPRA implementation. Prepares monitoring reports, communicates issues or concerns to stakeholders, and works with plans to ensure CHIPRA compliance. Organizes the meetings of Advisory Committee on Quality. Responds to CMS requests for input/comment on regulations to implement the CHIPRA quality provisions.

**Other duties as required** Works with other MRMIB staff to ensure adherence to policies, guidelines, formats and protocols. Assists with other special research projects as needed.

**Desirable Qualifications** Strong analytical and technical skills. Experience drafting solicitations and monitoring contracts. Strong written and oral communication skills. Strong computer skills especially in Excel and experience with MS Word and data base applications. Knowledge of MS Publisher desired. Ability to conduct research and synthesize data from a variety of sources. SAS experience is desired; willingness to learn SAS is required. Ability to work with minimal supervision.

**Other Expectations** Demonstrates commitment to performing duties in a service-oriented manner. Demonstrates commitment to maintaining a work environment free from discrimination and sexual harassment. Maintains good work habits and adheres to all policies and procedures. Keeps abreast of available tools for performing statistical analysis. Demonstrates the ability to function as part of team, work on multiple assignments, and meet critical deadlines. Establishes and maintains liaison with the other state agencies including the Department of Health Care Services and the Office of Statewide Health Planning and Development. An interest in improving health care access and quality.

**Physical Demands** Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation.

**Typical Working Conditions** Requires prolonged sitting and use of telephone and attending teleconferences and meetings and frequent contact with employees and the public. Requires mobility to various areas of the Department work areas.

**Who May Apply:**

Individuals at the Research Analyst II (G) level or who have list or reinstatement eligibility to the classification may apply. Only the most qualified candidates will be interviewed. Hire may be restricted to SROA or surplus state employees. Interested parties should submit a Std. 678, State Application (available at [www.spb.ca.gov](http://www.spb.ca.gov)). In Section 12 of the application enter **Job ID# J09-018 and Position # 443-300-5731-011 and the basis for appointment eligibility. Send to:**

**Managed Risk Medical Insurance Board  
1000 G Street, Suite 450  
Sacramento, CA 95814  
Attn: Robin Conover – Personnel**

**Applications must be RECEIVED in the Personnel Office by 5:00 p.m. on the Final Filing Date: January 26, 2010.**

If you have questions regarding this information, please contact Robin Conover at (916) 445-3940.

*Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.*